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APPENDIX "D"

Estimate of additional personnel required if mimeograph stencils or copy for offset reproduction is to be prepared at JISPB.

1. Mimeograph or ultamat

4 typists

2. Offset from unjustified IBM electromagnetic typed copy.

4 IBM electromagnetic typewriter operators

1 layout specialist

3. Offset from justified IBM electromagnetic typed copy

7 IBM electromagnetic typewriter operators

1 layout specialist

Basis of estimate is as follows:

1. For mimeograph or ultamat

Working days per year 253

Average leave (Annual 20d, Sick 10d) 30

Net working days per typist 223

1,500 stencils or mats @ 10 per day per typist - 150 typist days

6 JANIS per year - 900 typist days

Number of typists required 900 + 223 = Approximately 4.

2. For preparing unjustified IBM electromagnetic typed copy

440 pages straight text @ 10 per day per operator

44 operator days

160 pages tabular matter @ 2 per day per operator

80 operator days

6 JANIS per year @ 124 operator days per JANIS =

744 operator days

Number of operators needed = 744 + 223 = 3 1/3 or 4

Supervisor and layout specialist CAF-6

Total 5 (4 CAF-5 and 1 CAF-6)

13,600.20

3. For preparing justified IBM electromagnetic typed copy

440 pages straight text first (unjustified) copy @ 12 per day

per operator 40 operator days

160 pages tabular matter @ 2 per day per operator

80 operator days

440 pages text second (justified) copy @ 5 per day per operator

88 operator days

Total per JANIS 208 operator days

6 JANIS per year = 1,248 operator days

Number of operators needed 1,248 + 223 = approx. 6

JCS review(s)
completed.

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1 supervisor and layout specialist CAP-6

1 layout specialist CAP-5

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